



# UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

BO 5213.11G

BADJ

**04** FEB 1998

## BASE ORDER 5213.11G

From: Commanding General  
To: Distribution List

Subj: BASE FORMS MANAGEMENT PROGRAM

Ref: (a) MCO 5213.7C  
(b) BO 5214.1F  
(c) BO 5600.3A

1. Purpose. To implement policy and provide guidance for managing forms at Marine Corps Base, Camp Lejeune and to implement the Electronic Forms Program.

2. Cancellation. BO 5213.11F.

3. Information

a. In 1997, the Electronic Forms System was incorporated by Headquarters, U.S. Marine Corps. Marine Corps Base, Camp Lejeune has been placing this program on all computers that require the use of the Form Filler program.

b. All Forms must be submitted to the Base Adjutant (Attn: Forms Manager) for approval. However, prior to submitting the form, the section requesting the new form will ensure that there are no existing similar forms made by higher headquarters, i.e., DD Forms, NAVMC Forms, any Navy Form, DA Forms, DAF Forms, SF Forms, or OF Forms. These forms will be used to prevent and eliminate unnecessary and duplicate forms.

c. Letter type and question and answer type forms will not be approved as a MCBCL Form. These forms can be programmed in the computer and utilized in that format.

d. All MCBCL Forms that are on card format will be the only forms reproduced at the Department of Defense Printing Service. When completed, all other forms will be on the Electronic Forms program.

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4. Objectives

a. To eliminate the use of locally made forms when there are other forms available with the same information.

b. To place Marine Corps Base, Camp Lejeune on line with the Electronic Forms System.

c. To reduce the cost of reproducing and maintaining local forms.

5. Action

a. All general and special staff officers, commanding officers, officers-in-charge, and designated representatives are required to:

(1) Ensure that all forms under their cognizance are not a duplicate of a senior form.

(2) That all existing forms are required to complete their mission.

(3) That all local (MCBCL) forms are reviewed annually and any form not required is canceled.

(4) Ensure that all forms are in a form-type format and not in a letter format.

b. Base Adjutant (Forms Manager) will:

(1) Review all requests for new and revised forms ensuring that they are not duplicates of senior forms.

(2) Ensure that all forms are reviewed annually.

(3) Place all forms that are on paper in the Electronic Forms System.

(4) Designate a central stocking point for the forms. If the Self-Service Center is to be the stocking point, ensure that the Assistant Chief of Staff, Logistics is informed of such.

(5) Publish an annual Base Bulletin which contains a list of all current local forms.

(6) Maintain a file of all current approved forms and retain historical files until 10 years after cancellation.

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c. Requirements to make a new or to revise a form:

(1) Submit a complete original and one copy of OPNAV Form 5213/19 for each form.

(2) Submit an original and one copy of the form.

(3) Submit a cover letter indicating how many copies will be required and whether or not it is to be reproduced on cardboard. Otherwise, it will be placed in the Electronic Forms System.

6. Reserve Applicability. This Order will be applicable to the Marine Corps Reserve members whenever they are attached to Marine Corps Base, Camp Lejeune.

  
B. A. GOMBAR  
Chief of Staff

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